

~~C O N F I D E N T I A L~~

This Notice Expires 1 September 1964

PERSONNEL

10 October 1963

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FITNESS REPORTS

1. Several important steps have been taken recently to improve our fitness reporting system. We have emphasized particularly the timely submission of Fitness Reports and compliance with the technical instructions for the preparation of these reports. These actions and the establishment of controls in the various components to monitor the system have produced encouraging results. With a few exceptions, Fitness Reports are now being prepared properly and are submitted when due.

2. Much still remains to be done to strengthen our fitness reporting system. We need to improve the quality and objectivity of our Fitness Reports and to bring about a higher degree of uniformity in the application of the rating standards provided in the Fitness Report form. This is not an easy task, but the problems associated with it can be lessened if supervisors adopt some common approaches and understandings with respect to the standards used in evaluating employee performance. To help achieve this objective, the attached "Fitness Report Guide" has been prepared for the use of supervisors and all officials having fitness reporting responsibilities.



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